



# RSPCA Lancashire East Branch

Your LOCAL branch, caring for LOCAL animals

Registered Charity No: 232253

## **Role Outline - Volunteer Coordinator**

<b>Volunteer Role:</b>	Volunteer Coordinator
<b>Charity:</b>	RSPCA Lancashire East Branch (Reg. Charity No: 232253)
<b>Location:</b>	RSPCA Lancashire East Branch Animal Centre Nearer Holker House Farm Enfield Road Altham Accrington BB5 6NN
<b>Reports To:</b>	Senior Management Team (SMT)/duty manager or nominated employee

### **1. Overall Purpose of the Role**

To assist the senior management team in the recruitment, interview and induction of new Branch volunteers and to develop positive relationships with all volunteers to support them in their roles

### **2. Principal Responsibilities**

#### *General Volunteer Recruitment & Support*

To assist the SMT in the recruitment, induction and support of centre volunteers, this may include the following volunteer activities:

- To liaise with local agencies (e.g. local Council for Volunteer Services [CVS] groups, educational establishments) to identify and recruit potential volunteers
- To use the Branch website and social media channels to publicise the need for volunteers
- To send out volunteer packs and supporting documentation
- To conduct volunteer interviews (face-to-face or telephone), collect volunteer references and undertake volunteer induction sessions
- To maintain the volunteer database, observing GDPR requirements at all times
- To adhere to safeguarding procedures when working with young or vulnerable volunteers
- To help develop and implement improvements to the volunteer process and supporting materials
- To arrange group volunteer days for corporate volunteers
- To facilitate volunteer training
- To maintain a positive and constructive interaction with volunteers, especially those who are non centre based (e.g. foster carers), responding to their needs and concerns
- To carry regular 121 meetings with volunteers to check in, monitor progress and ensure that the volunteer is gaining fulfilment from the role
- To support volunteers in resolving and concerns or issues that may arise

### *Customer Care*

- To liaise with colleagues in other departments (including the RSPCA inspectorate), Branch Trustees, staff and volunteers
- To treat customers in a polite, friendly, positive and helpful manner
- To refer any customer complaints to the relevant member of the SMT/duty manager

### *Cleaning & Hygiene*

- To thoroughly clean, disinfect and maintain allocated work areas when operating from Branch premises
- To follow all biosecurity procedures in place at the centre & follow guidance from the RSPCA's veterinary department

### *Maintenance*

- To report any faulty or damaged equipment to the relevant member of the SMT/duty manager

### *Observation, Reporting and Record Keeping*

- To assist the SMT with the maintenance of the volunteer database ensuring GDPR compliance
- To use a variety of software packages including MS Word, MS Excel, Google Docs and Google Sheets
- To maintain records, registers and statistics as required by management

### *Security*

- To ensure that the allocated work area is clean, tidy and secure
- To ensure all monies are kept safe and accounted for
- To ensure that the Branch premises are secured when entering/leaving premises

### *Health & Safety*

- To complete all relevant health & safety training, including online training modules

While at work staff & volunteers are required:

- To take care of their own health and safety and that of others who may be affected by their acts of omissions
- To ensure that they follow all procedures laid down in the health and safety manual and as instructed.
- To cooperate with all Branch and Society policies and procedures for health & safety
- To report any health and safety concerns to the relevant member of the SMT/duty manager

### *General*

- To attend volunteer meetings and undertake volunteer training courses (online and face-to-face) as required

## **3. Role Context**

- Work is assigned by the relevant member of the SMT/duty manager or nominated employee

- Work is carried out in accordance with Branch procedures which are governed by the RSPCA licensing regime, the Society's veterinary guidelines and other relevant RSPCA policies, procedures and advice
- Volunteers are supported by the relevant member of the SMT/duty manager or nominated employee

#### **4. Training & Support**

- Training in the specific role will be provided as part of the volunteer induction process
- All volunteers are required to undertake basic online Health & Safety (H&S) training as part of the volunteer induction process: this is a requirement of our insurers and upon completion ensures the volunteer is covered by our insurance provider (n.b. we can facilitate access to online training if you are otherwise unable to access the course)
- Volunteers are encouraged to sign up for the Learning Hive (the RSPCA's online training facility), which gives them access to a range of RSPCA training courses, including RSPCA standard procedures training

#### **5. Additional Information**

- Volunteers may, on occasion, be asked to assist staff & volunteers with other activities at the Branch
- The role may involve the lifting and carrying of heavy items

(n.b. this role outline is a statement of the volunteer role as of September 2022. It should not be seen as precluding future changes that may be deemed necessary by management or the Trustees)

# Person Specification

**Volunteer Role:** Volunteer Coordinator

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<i>Education</i>	GCSE or equivalent in Maths and English	NVQ Level 2 in Customer Service (or equivalent proven knowledge & experience)  RSPCA Standard Procedures
<i>Experience</i>	Experience of working with volunteers  Experience of working with the general public and/or in a customer care environment  Experience of leadership/mentoring roles	Previous experience as a volunteer  Previous experience in the charitable sector
<i>Special Skills &amp; Knowledge</i>	Good oral and written communication skills.  Good interpersonal skills including the ability to communicate at all levels  Proven ability to work under direction but equally able to use their own initiative  Proven ability to prioritise workload  Basic IT skills (ideally with demonstrable experience in Google Docs/Sheets), use of email and social media	Knowledge of animal welfare issues, particularly as they relate to RSPCA policy and practice  Understanding of the need for confidentiality and ability to observe GDPR (data protection) requirements  Basic knowledge of health and safety regulations  Knowledge of safeguarding procedures
<i>Personality &amp; Disposition</i>	Demonstrable willingness to learn and acquire new skills through training  Personable and with an open, positive approach to new ideas coupled with drive and enthusiasm  A flexible and collaborative approach to colleagues both staff and volunteer  Honest, trustworthy and reliable	Ability to remain calm under pressure
<i>Special Circumstances</i>	Sympathy for animal welfare and the work of the RSPCA  Willingness to cover extra volunteer shifts when possible  Ability to work on the volunteer rota including some weekends	Willingness to assist in the animal centre when necessary